**Snow College**

INFORMATION GUIDE FOR NEW FACULTY



Summer 2019

**Welcome to Snow College**

The first order of business is to welcome you to Snow College. You have joined a caring, dedicated faculty whose primary role is effective teaching. We strive to accomplish this goal by using innovative and high impact teaching practices, by creating a caring and supportive learning environment, and by engaging students directly with material and content.

The information contained herein is designed to give you quick and easy access to some of the more common policies and practices of the institution. For additional information, consult with your department chair, dean, colleagues, and/or the College website. Your colleagues will become invaluable as sources of College information, mentoring and pedagogical support, and professional networking.

**Snow College Mission Statement**

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their education goals.

Snow College strives to fulfill its mission by:

Honoring its history and advancing its rich tradition of learning by providing a vibrant learning environment that empowers students to achieve their educational goals, encouraging and supporting innovative initiatives that create dynamic learning experiences for the college community, and creating learning and service opportunities, locally and globally, to engage students, faculty, staff, and surrounding communities.

**Table of Contents**

[Definitions 1](#_Toc480546896)

[Full-Time Faculty 1](#_Toc480546897)

[Adjunct Faculty 1](#_Toc480546898)

[Add/Drop Deadlines 1](#_Toc480546899)

[Alcohol/Drug Free Workplace 2](#_Toc480546900)

[Assessment Expectations 2](#_Toc480546901)

[Benefits 2](#_Toc480546902)

[Best Teaching Practices 3](#_Toc480546903)

[Campus Parking 3](#_Toc480546904)

[Class Rolls 3](#_Toc480546905)

[Classrooms 4](#_Toc480546906)

[Computers and IT (Information Technology) 4](#_Toc480546907)

[Email 4](#_Toc480546908)

[Help Desk 4](#_Toc480546909)

[Course Development (Online, Interactive Video, and Face-To-Face) 4](#_Toc480546910)

[Course Evaluations 5](#_Toc480546911)

[Course Management System 5](#_Toc480546912)

[Exams 5](#_Toc480546913)

[Final Exams 5](#_Toc480546914)

[Administering Exams 5](#_Toc480546915)

[Faculty Development 5](#_Toc480546916)

[New Faculty Workshop 5](#_Toc480546917)

[Lunch Bunch 5](#_Toc480546918)

[UQI Monies 6](#_Toc480546919)

[Faculty Development Travel Funds 6](#_Toc480546920)

[State Opportunities 6](#_Toc480546921)

[FERPA and Information Security 6](#_Toc480546922)

[Grading at Snow College 6](#_Toc480546923)

[Incomplete Grades 7](#_Toc480546924)

[Grade Changes 8](#_Toc480546925)

[Submitting Grades 8](#_Toc480546926)

[Graduation 8](#_Toc480546927)

[ID Cards 9](#_Toc480546928)

[Keys 9](#_Toc480546929)

[Leadership Chain 9](#_Toc480546930)

[Library Services 9](#_Toc480546931)

[Reserves 9](#_Toc480546932)

[Inter-Library Loan 10](#_Toc480546933)

[New Material Selection 10](#_Toc480546934)

[Library Instruction 10](#_Toc480546935)

[Faculty Development Collection 10](#_Toc480546936)

[Media Statements 10](#_Toc480546937)

[Meetings 10](#_Toc480546938)

[Office Hours 10](#_Toc480546939)

[Office Supplies 11](#_Toc480546940)

[Payroll 11](#_Toc480546941)

[Professional Days 11](#_Toc480546942)

[Purchasing Cards (P-Cards) 11](#_Toc480546943)

[Reimbursement 11](#_Toc480546944)

[Personal Expense Reimbursement 11](#_Toc480546945)

[Travel Reimbursement (as outlined in the College Travel Policy, 13.5.6) 12](#_Toc480546946)

[Risk Resources 12](#_Toc480546947)

[Early Intervention 12](#_Toc480546948)

[Counseling and Wellness Center 12](#_Toc480546949)

[Campus Assessment and Resource Team (CARe) 12](#_Toc480546950)

[Snow College Public Safety 12](#_Toc480546951)

[Student Conduct 13](#_Toc480546952)

[Student Travel 13](#_Toc480546953)

[Syllabi Information 13](#_Toc480546954)

[Master Course Syllabi 13](#_Toc480546955)

[Individual Class Syllabi and Schedule 13](#_Toc480546956)

[Americans with Disabilities Act (ADA) 14](#_Toc480546957)

[Academic Dishonesty 14](#_Toc480546958)

[Family Educational Rights and Privacy Act (FERPA) 14](#_Toc480546959)

[Title IX Reporting Statement 14](#_Toc480546960)

[UW Statement 15](#_Toc480546961)

[Teaching and Technology Center (TTC) 15](#_Toc480546962)

[Testing Centers 15](#_Toc480546963)

[Ephraim 16](#_Toc480546964)

[Richfield 16](#_Toc480546965)

[Title IX 16](#_Toc480546966)

[Travel in College Vehicles 16](#_Toc480546967)

[Vehicle Keys 17](#_Toc480546968)

[Extra Charges 17](#_Toc480546969)

[Fuel for Vehicles 17](#_Toc480546970)

[Returning a Vehicle 17](#_Toc480546971)

[Vehicle Storage 17](#_Toc480546972)

[Breakdowns 17](#_Toc480546973)

[Types of Cars 18](#_Toc480546974)

[Wait Lists 18](#_Toc480546975)

[Webpages 18](#_Toc480546976)

[Full-time Faculty 18](#_Toc480546977)

[Adjunct Faculty 18](#_Toc480546978)

[Departmental Course Listings on Webpage 18](#_Toc480546979)

**Information Guide for New Faculty**

Definitions

Full-Time Faculty

With few exceptions approved by Dean’s Council, all full-time faculty are expected to teach 28‑32 credits per year. They are expected to teach, advise, prepare for courses, develop courses, hold regular office hours (minimum 5 a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist department chair with department governance responsibilities, and attend year-end assessment meetings as part of their normal teaching load.

In situations where there is need, as per policy 331, faculty are eligible to teach “up to a maximum of twelve (12) credit hour equivalents for the two-semester academic year not to exceed six (6) credit hour equivalents in any semester providing required prior approvals are granted.” When overload is assigned, supplemental pay will be initiated by the department chair.

Adjunct Faculty

Part-time adjunct faculty assignments are made each semester/term with a signed “Hourly Adjunct Payroll Action Form” and a signed Memor of Understanding (MOU) with no guarantee of continuation of employment beyond the particular semester/term assigned. The college shall not offer nor shall the Adjunct Faculty member accept any teaching assignments which exceed(s) 22.4 credit hour equivalencies per academic year (fall/spring semesters) in any combination of divisions, campuses, distance education locations, or other assignments paid by the college. Exceptions can be made in urgent circumstances and must be in the best interest of the college as approved by the Snow College President before the start of the semester/term. Adjunct faculty may teach up to 11 credit hour equivalents during the summer semester/term. President’s approval is needed prior to exceeding any of these credit hour limits. The part-time faculty time must be coordinated with all other employment at the college to reflect less than 75% time—no more than 29 hours. Please note that some classes are compensated at more than the number of credit hours listed. The number of permitted teaching hours is figured at the compensation number.

Payroll Action Forms (PAF's) and all other forms required for employment must be completed and contain the required signatures for approval, prior to payment for services rendered by college employees.

Add/Drop Deadlines

Each semester has a series of deadlines demarcating when a student can add or drop classes. A student can add a class during the first three weeks of a semester, but can only do so without an instructor’s signature during the first week. For academic success purposes, Snow College allows students to drop a single class until the 10th week of the semester (there is often a fee attached).

A student can completely withdraw from a semester until finals period begins. The official add/drop deadlines for a semester are located on the academic calendar each semester, which is located on the Registrar’s webpage. Snow College’s official add/drop policy is located in the catalog.

Alcohol/Drug Free Workplace

Snow College has a strong commitment to its employees to provide a safe workplace and to establish programs that promote a high standard of employee health and efficiency. The college expects employees to report to work assignments unimpaired and in a condition to perform their duties safely, efficiently, and inoffensively. Unsatisfactory job performance caused by alcohol or substance abuse will not be tolerated. Unsatisfactory job performance includes poor attendance, or conduct that is detrimental to the college, its students, fellow employees, or any person or agency with whom the college conducts business. This policy applies to all employees—administration, faculty, and staff including full-time, part-time, temporary, probationary, and student employees of Snow College. Violations of this policy will lead to disciplinary sanctions. A complete copy of the Snow College Alcohol/Drug Free Workplace Policy is found on the Snow College website.

Assessment Expectations

The College is committed to a culture of assessment. Outcomes of individual courses should be assessed regularly on an instructor as well as the course level. Programs are regularly assessed (a year-end assessment day is scheduled each spring and participation is mandatory for full‑time faculty). Programs are also reviewed externally by USHE partners on a five-year cycle. GE outcomes are assessed college-wide regularly as well. In every case, assessment should conform to the following cycle:

* Identify outcomes
* Identify ways in which students can demonstrate proficiency with the outcome
* Design assessment criteria
* Construct authentic assignments that provide opportunities for student achievement
* Assess student artifacts
* Compile data
* Use data to improve student learning
* Report data to appropriate body (department chair, dean, institutional research, GE Director)
* Report changes implemented and results of those changes to the same bodies.

Benefits

For information about health care plans and providers, payroll, retirement, on-campus benefits, and family leave, contact the Human Resources office.

Best Teaching Practices

It probably goes without saying, we aspire to best teaching practices throughout the institution. Teaching is a craft that requires constant reflection and experimentation. Great teachers are individuals who always seek to improve the way they interact with students. Teaching excellence begins with careful course preparation and a careful consideration of pedagogies and practice in the classroom. Consult the faculty handbook, current pedagogical research, your dean, department chair, and/or mentor for support in developing your craft.

Research indicates students learn best with frequent and timely feedback. End of course evaluations specifically ask students if they received feedback within a two-week time window.

Student learning should drive what we do. Students should be treated respectfully, they should be challenged, they should be engaged with the material, and they should be encouraged in their academic pursuits.

Campus Parking

See receptionist at the Noyes Building Information Desk (second floor) to obtain form that needs to be completed before a campus parking sticker is issued which is valid in the parking lot East of the Library on the Ephraim campus. Most parking lots on both campuses do not require a permit.

Class Rolls

You can print your class roll from Badgerweb by following this procedure:

* Enter the Snow College Website, click on Employees and then Badgerweb
* Enter your User ID and password
* Select the Faculty Services tab
* Choose either Photo Class Roster or Summary Class List or if you want a lot of information, select Detail Class List

Note: Be aware that there will be a lot of photos missing from the photo class roll at the beginning of Fall Semester until students have had their pictures taken for their ID cards. You can always print another roll at any time in the semester that will have more photos.

Check that the students who attend the first day of class are on the printed roster. If there are unlisted students in class, please direct them to the Registration Office in the Greenwood Student Center to check on their registration status.

Students who are listed on the initial class roll but have not attended any class sessions, or students who have been attending classes but stop attending at any time without going through the official withdrawal process, may be assigned a grade of UW (Unofficial Withdrawal) until the tenth week of class. This is the equivalent of an F and can only be assigned by you as the instructor.

Nonattendance by a student can be reported on an Unofficial Withdrawal Form or by sending an email to the Registration Office with the student's ID, the last date of attendance, and the class for which you are giving the student a UW. It is critical for many of the offices to have this information, but absolutely necessary for the Financial Aid Office to know when last date of attendance occurred. The form can be obtained at the Registration Office or on the Registration Web page. Submit the form to anyone in the Registration Office.

Remember that an instructor cannot officially withdraw a student from a course. The student is responsible to complete an add/drop form and turn it into either Student Success Office or Registration Office to be processed.

Classrooms

If there are any changes made with your class schedule, please clear it through the Registrar’s Office (x7143) and your department chair before you inform your students. All classrooms are scheduled in advance; therefore, we cannot guarantee you will have a room available on a different day or time than your scheduled class.

Computers and IT (Information Technology)

Email

All faculty may have Snow College e-mail addresses. HR collaborates with IT to set up email accounts once hiring paperwork has been completed. For troubleshooting or for password problems, contact IT at 283-7084.

Help Desk

Snow College maintains a Help Desk to assist faculty and staff with computer trouble shooting and IT problems. If you have trouble with your computer or printer, please contact the Help desk at 283-7088. They will help you resolve your problems as quickly as possible.

For general information about the helpdesk, go to <http://helpdesk.snow.edu/offices/it/help_desk.html>

For information on Badger Wi-Fi, connecting your mobile device to Snow email, and for IT security information, check the IT webpage.

Course Development (Online, Interactive Video, and Face-To-Face)

For information or assistance in developing your course design, course materials, or to explore ideas for your course delivery, contact the Teaching and Technology. All courses, regardless of the delivery medium, are expected to be treated the same in terms of size, rigor, and load.

Course Evaluations

All instructors will be expected to participate in course evaluations every semester. These evaluations will be conducted on-line through the Badgerweb portal unless otherwise requested by deans or department chairs.

Instructional materials for student fulfillment and faculty access are available from the Office of Institutional Planning and Research (Noyes 313).

Pelase encourage students to complete evaluations as they are used by administrative bodies in evaluating faculty.

Course Management System

The College uses Canvas as its course management system and all faculty are strongly encouraged to publish course information for students through Canvas. For help setting up a course, creating course content, navigating the options, or troubleshooting, contact the Teaching and Technology Center (TTC) at 283-7340.

Exams

Final Exams

Finals are to be held at the scheduled time listed in the scheduled semester bulletin. Schedules are accessed through the Registrar's webpage. Final exams are not to be given during the last week of semester classes except in science labs.

Administering Exams

The College maintains a testing center on each campus. The Testing Centers are prepared to administer exams to students enrolled in Snow College class in paper and electronic format. The Testing Center can be reached at 283-7197 in Ephraim or 893-2239 in Richfield for more information. The testing centers are not open during finals week.

Faculty Development

New Faculty Workshop

Each fall, the Office of Academic Affairs conducts a weekly New Faculty Workshop that focuses on pedagogy, policies and practices of the institution, and on developing a support network. All new faculty are expected to attend; adjuncts and non-new faculty are also welcome.

Lunch Bunch

The Office of Academic Affairs collaborates with the Faculty Development Committee to sponsor a lunch bunch discussion each week. These are designed to pull faculty together from across disciplines to discuss pedagogy, faculty development, and faculty issues. Lunch Bunch is held throughout Fall and Spring semesters on the 1st and 3rd Tuesday at 12:30 in the Greenwood Student Center (GSC) Philadelphia Room on the Ephraim campus. Lunch Bunch will be held monthly on alternative dates on the Richfield campus.

UQI Monies

Undergraduate Quality Initiative (UQI) funds were originally appropriated by the legislature to help faculty members better themselves and provide a quality experience for undergraduates. Monies are available (up to $300) to provide a way for faculty to improve themselves and their teaching. To apply for funds, fill out the UQI Funds Form on the Faculty Development webpage.

Faculty Development Travel Funds

Each academic year, the College appropriates money to be used for professional development faculty travel requests. The deans oversee these funds. Meet with your division dean for information on the application process.

State Opportunities

Each year, Snow collaborates with other USHE institutions to provide faculty development by focusing on best practices at two multi-campus events: Educated Persons Conference (generally held in October) and the Great Teachers’ Retreat (generally held in February). Space is limited in both, but new faculty are eligible and encouraged to attend.

FERPA and Information Security

Because of FERPA regulations, no identifying information can accompany grades. Grades should not be posted in public spaces (office doors, classrooms, etc.).

Likewise, we are obligated to protect student information. Office computers should be password protected and should be set to lock immediately once the computer goes to sleep. Any mobile devices that contain student information of any type should also be password protected.

Grading at Snow College

Faculty are required to submit grades within three working days after final exams.

Faculty submit grades via Badgerweb. Contact the Information Technology office if you have problems logging into Badgerweb. The current grade system consists of the following:

| **Letter** | **Description** | **Point Value** |
| --- | --- | --- |
| A | Excellent | 4.0 |
| A- | Excellent | 3.7 |
| B+ | Above Average | 3.3 |
| B | Above Average | 3.0 |
| B- | Above Average | 2.7 |
| C+ | Average | 2.3 |
| C | Average | 2.0 |
| C- | Below Average | 1.7 |
| D+ | Below Average | 1.3 |
| D | Below Average | 1.0 |
| D- | Below Average | 0.7 |
| F | Failing | 0.0 |

Most classes at Snow College are graded with the Standard Letter Grade. There are a few courses that have written their approved syllabi with an alternate grade mode such as Pass/Fail. A student may not opt to have his grade mode changed to something other than what is on the syllabus approved by the Curriculum Committee.

Special circumstances may call for the use of the following. Check with the Registration Office for details on applying these grades:

* I - Incomplete (see below)
* IE - Incomplete Expired (see below)
* UW - Unofficial Withdrawal
* AU Audit (Does not affect GPA)

Students must have a cumulative grade point average of 2.0 or better for graduation from Snow College.

Incomplete Grades

An Incomplete "I" Grade may be given if students have completed a substantial portion of the required class work, but are unable to complete the work for a legitimate reason (i.e. serious illness, accident). Repeating the class should never be part of the conditions for giving an Incomplete Grade. This would indicate that the student has not completed any of the required coursework.

The procedure for giving an incomplete grade in a course is:

* Obtain an Incomplete Grade Agreement form from the Registration Window or Website.
* Negotiate the agreement with the student.
* Include in the agreement the reason an incomplete grade is needed, the work to be completed and the date the work is to be completed.
* You may consult with your department chair.
* Return the signed agreement to the Registration Office. Keep a copy for yourself and the student.
* The maximum time to complete the work is 12 months from the end of the semester in which the "I" was assigned. A grade of IE (Incomplete Expired) will be recorded if work is not submitted by the specified date. An IE is the equivalent of a failing grade.
* A Grade Change Request Form (or email) should be submitted to the Registration Office by the instructor when a final grade is assigned.

Grade Changes

Only the instructor who awards a student a grade may later change that grade. Grade changes are limited to one year after the original issue. A student's grade may be changed only for one of the following reasons, which must be specified on the "Grade Change Request”:

* To replace an incomplete (I) grade for which the required work has now been completed.
* To replace a grade which, due to a clerical error, has been incorrectly assigned.
* To change a grade for any other reason, the instructor must specify the basis on which the change is justified. In fairness, all students in a given class should be given the same consideration when a grade change is contemplated for any individual.
* To initiate a grade change, the instructor must email the registrar with the old grade, the new grade, and the reason for the grade change. The department chair should be copied on the email.

Submitting Grades

To grade a course, enter the Snow College website and click on "Badgerweb Login"

1. Enter your faculty ID and password, both of which can be obtained from the Information Technology Office.
2. Select "Faculty Services" and then "Final Grades."
3. Select the correct term and the CRN (Course Reference Number) for the class you want to grade.
4. Once the course has been selected, the class list of students will appear with a space to enter the students final grade.
5. Do NOT enter “attend hours” OR “last attend date”—just the grade.
6. If you give a student an "F", you must fill in the "last date of attendance" or none of your grades will be submitted when you click submit.
7. Every student must be graded—do not leave any grade blank. And always remember to click submit at the bottom of each page, not just at the end.

Note: For your information, there is a time limit on each page. In addition, there may be two pages to grade. Often times, the second page does not get graded.

Graduation

Graduation is held once a year (end of Spring semester) on both campuses and faculty are expected to attend the campus ceremony that corresponds with their primary teaching location. Robes can be rented through the bookstore and should be reserved well in advance.

ID Cards

Full-time employees are entitled to a Snow College ID card which entitles the holder to the privileges including, but not necessarily limited to, general admission or discounted prices for athletic and cultural events; Snow College Library card issuance; computer network access, Web and e-mail access; bookstore sponsored discounts; and other discounts associated with the ID card.

Upon authorization by the hiring department, part-time employees as defined under this policy will be issued a Snow College Part-Time Staff/Faculty Identification Card at the time of hire. The card entitles the holder to all of the privileges associated with a Full-Time Staff/Faculty Identification Card. ID cards are obtained with proof of employment (obtained from HR) at the Registration window.

Keys

Keys are issued once a key request form has been submitted with all required signatures. The recipient must present photo ID and be the one to sign for receipt of the key(s) at issuance. Forms and other guidelines pertaining to key usage are available on the Campus services webpage.

* All keys are to be issued based upon job need criteria as established by individual department chairs.
* All key requests require a signature of approval from the department chair and the building coordinator for the building in which the key is to be used.
* Grand Master keys require the additional signature of the President and each building coordinator.
* All keys should be returned when no longer needed.

Leadership Chain

The institution has established a clear line of communication for complaints, proposals, recommendations, etc. Students are also expected to use this chain when they have an issue with a professor or a class.

* Faculty member
* Department Chair
* Dean
* Academic Vice President

Library Services

Reserves

Both campus libraries maintain a physical reserve collection for books and media. Check at the front desk for assistance. Articles can be attached directly to your Canvas course.

Inter-Library Loan

Library materials may be borrowed from other libraries. Links can be found on the library home page. Snow employees also have borrowing privileges at other USHE libraries with a current ID card.

New Material Selection

The library relies heavily on faculty input in developing the general collection. Contact 283-7366 or submit the online form (found on the library webpage) for book or media requests.

Library Instruction

Librarians on both campuses will provide instruction on database usage and general library research. Sessions can be customized to meet learning objectives for your course. Classrooms are available in the library, but librarians can also meet with students in your classroom. To schedule library instruction, contact 283-7361 in Ephraim and 893-2219 in Richfield.

Faculty Development Collection

Housed in the faculty/staff room (Ephraim Library 107) is a collection of books on various topics related to faculty development. The room is designed for faculty use and can be used as a break room as it contains a couch, tables, refrigerator, and microwave oven.

Media Statements

Do not make public comments to the media as a representative of the College without prior appropriate approval (Dean, AVP).

Meetings

All full-time faculty are expected to attend department meetings, division meetings, college-wide meetings. Adjuncts are invited and encouraged to attend.

The following meeting times are fairly standard (check with your department chair for changes and locations):

* Most Division Meetings—2nd Tuesday of each month at 12:30.
* Richfield Campus Division Meetings—2nd Tuesday of each month at 3:15 for all campus employees and 4th Tuesday of each month at 3:15 for faculty (Washburn 109).
* Lunch Bunch—1st and 3rd Tuesday of each month at 12:30 in Ephraim; Alternate schedule in Richfield.
* Assessment Day—Will be scheduled the week following graduation.
* Back to School Meetings—Will be scheduled the week before classes begin.

Office Hours

Full time faculty are expected to hold a minimum of five office hours per week; while adjuncts are not required to hold the same number of office hours, it is imperative students have reliable contact information. Faculty might also consider some electronic office hours to better accommodate student needs. Office hours should be clearly followed and strictly adhered to.

Office Supplies

Coordinate office supply needs (computer, copies, pens, etc.) with your department chair.

Payroll

Full-time faculty, while typically on a 9-month contract, are paid over the course of 12 months. Payday is the first of each month.

Part-time and adjunct time is reported as hourly and paychecks are cut the 15th of each month.

Direct deposit options and forms can be found on the HR website.

Professional Days

The academic calendar includes two professional days to support faculty participation in activities related to the profession of teaching (i.e. conference attendance, major’s meetings, leading student field trips). Class may be cancelled to accommodate professional days, but substitutes are expected when an instructor is gone for more than two days in one semester. Deans should be notified when class is canceled for professional reasons.

Purchasing Cards (P-Cards)

Purchasing cards (P-cards)/credit cards are available to full-time and part-time employees of Snow College who wish to make purchases for the College, with all appropriate approvals. The cards can be obtained by filling out both an application and an agreement form. These forms can be found on-line, on the Purchasing office web page, under P-cards (right hand side). Once done, the applicant must then attend a purchasing card training (held monthly) before a card will be issued. Each card holder must follow all appropriate policies, procedures and guidelines of the College, governing the use of the cards and all procurement codes and policies.

Reimbursement

Personal Expense Reimbursement

An employee or designated member of the student body may purchase items with personal funds, provided these specific steps are followed:

* Individuals may use their own funds for small purchases and be reimbursed providing there are sufficient funds in the account*.*
* A check request form must be completed, and must show the cost code number, the authorizing signature of the person requesting the reimbursement and the account holder, and an itemized receipt showing the amount spent. A copy of this form can be found at <https://www.snow.edu/offices/controller/forms.html>
* Reimbursements will be made through the Controller's Office.

Travel Reimbursement (as outlined in the College Travel Policy, 13.5.6)

The college reimburses reasonable expenses for travel on authorized college business at an established per diem rate. This includes transportation costs, overnight accommodations, meals, and other prior approved travel costs. Travel cost such as airline tickets, hotel accommodations, parking, and conference registration may be charged on your College issued Purchasing Card (P-card). Charges to the P-card are assessed directly to your department account and need not be reimbursed. You must ask and receive approval from your supervisor and division dean prior to travel.

Risk Resources

Early Intervention

Early each semester, the advising office sends out a request for names of students who might benefit from early intervention. Of course, faculty can generally have the most impact by personally discussing course expectations and policies with students who have fallen behind, but advising will contact students and discuss academic strategies, withdrawal options, and academic support options if an early intervention form has been submitted.

Counseling and Wellness Center

The Counseling and Wellness center offers numerous services to help students with the challenges of life that can occur while attending college: anxiety, depression, stress, and other emotional, mental, and situational issues. Sometimes students will approach faculty with these issues first. Instead of offering counseling support yourself, please refer them (or walk them over) to the Counseling Center (283-7136). After hours (9am-4pm M-F), support can be obtained through the 24-Hour Crisis lines or the student mentor support lines. As in all situations, if it is a medical emergency, please call 911. The Wellness Center provides weekly support on the Richfield campus as well.

Campus Assessment and Resource Team (CARe)

If you observe or become aware of any red flag issues (anger, paranoia, threatening behavior or language, stalking, etc.) that might impact the safety of an individual or individuals, please submit a CARe Behavior Incident Report Form (found on the Snow College CARe team webpage) and the CARe team will follow up with that student. When a behavior is criminal or is causing imminent harm or danger, call 911 or Police Dispatch 835-2345 in Ephraim or 893‑6471 in Richfield.

Snow College Public Safety

For information on active shooting, earthquake safety, fire evacuation protocol, emergency and emergency preparedness, please refer to the Snow College Public Safety web site. To report a crime, incident, or accident, you can submit a report online. To contact Campus Police immediately, call 283-7170 or 911 on both the Richfield and Ephraim campus.

Student Conduct

Snow College is committed to providing a safe, positive learning environment and therefore enforces a Student Code of Conduct (entire code found in the catalog). This includes appropriate classroom behavior and use of information technology. Behavior that disrupts the academic and social environment or violates fair access to the academic experience on campus should be reported to the Dean of students, in the Greenwood Student Center (893- or 283-2216).

Student Travel

Snow College supports student travel opportunities when possible. There is a fairly detailed process for both Domestic and International travel that faculty should follow. Those forms are available through the Office of Academic Affairs. They include information on budgets, student waivers, faculty responsibilities, insurance, etc.

Field Trips are an integral component of some courses. The College vehicle insurance covers students when they travel in college vehicles. Students (and faculty/staff) who take their own vehicles are not covered by College insurance, but rather by their own personal vehicle insurance. Faculty should provide a list of participants and emergency contact information to the appropriate Dean before departure. Faculty should have students sign a waiver, which can be obtained through the office of Risk Management.

Syllabi Information

Master Course Syllabi

There is a master course syllabus approved by Curriculum Committee (and GE Committee if it is GE course) that is on file in the College syllabi repository in Argos. When constructing your own course schedule, it is imperative you use the master syllabus to guide you.

Individual Class Syllabi and Schedule

Syllabi are official contracts with students and should be distributed during the first week of class. Changing assignments or grade breakdowns after a course has begun constitutes a change in the contract and should be done rarely and only after consultation with the department chair. It is imperative that any change not negatively impact students doing well under the original contract. Individual departments might have specialized templates, but all syllabi should include the following:

* Course Name, Section, Semester
* Instructor Name, email, Phone, office number, office hours
* Texts (include ISBN)
* Course Description
* Course Outcomes (If the course is a GE course, the syllabus should include area-specific outcomes. See [www.snow.edu/ge](http://www.snow.edu/ge) )
* Course Policies (late work, attendance, participation, etc.)
* Course Expectations (assignments, exams, projects, etc.)
* Course Grading System
* Tentative Course Schedule

All courses must reference the statements on Academic Dishonesty and ADA; individual instructors may include FERPA statements, UW policies, and Title IX reporting information at their discretion that are published on the student Canvas page:

Americans with Disabilities Act (ADA)

Students with medical, psychological, learning, or other disabilities desiring accommodations, academic adjustments, or auxiliary aids should contact the Accessibility Resource Center, Room 241 Greenwood Student Center, phone number 283-7321.  The Americans with Disabilities Act (ADA) Coordinator in the Student Success Center determines eligibility for and authorizes the provision of appropriate services and aids. In Richfield, contact 893-2205.

Academic Dishonesty

As a citizen in an academic community, you are expected to submit assignments that are your original work and that are properly cited.  A student is committing plagiarism when he or she borrows information without proper attribution or uses information, language, or work completed by others and submits it as one's own work. Any form of plagiarism will negatively affect a student’s grade (see the section on academic dishonesty in the Snow College Catalog).

Additionally, all academic work submitted in the course must not have been submitted for academic credit in any other course unless you have written permission from the professors for whom do/did the previous work. Any questions regarding whether the work is acceptable for course credit, should contact the professor(s).

Family Educational Rights and Privacy Act (FERPA)

It is a violation of federal law and school policy for a faculty member to discuss your academic record with anyone except authorized individuals. If parents or any unauthorized persons wish to discuss academic performance, the student must provide the professor or school with written permission.

Title IX Reporting Statement

Snow College is committed to fostering a campus community based on respect and nonviolence. To this end, we recognize that all Snow College community members are responsible for ensuring that our community is free from discrimination, gender bias, sexual harassment, and sexual assault. In accordance with Title IX, Snow College is legally obligated to investigate incidents of sexual harassment and sexual assault that occur on campus. Faculty who become aware of an incident of sexual violence, including harassment, rape, sexual assault, relationship violence, or talking, are required by law to notify Snow College’s Title IX Coordinator. The purpose of this disclosure is to ensure that students are made aware of their reporting options and resources for support. For more information about your rights and reporting options at Snow College, including confidential and anonymous reporting options, please visit <https://www.snow.edu/general/TitleIX/>.

UW Statement

Regular class attendance is expected of every student. A professor may submit a failing grade of UW (Unofficial Withdrawal) before the tenth week of the semester if a student ceases to attend or complete assigned coursework. To avoid the punitive impact of a UW, it is the student’s responsibility to officially withdraw from a course by submitting an Add/Drop form to the Registration Office no later than the tenth week of the semester. See the current catalog for more details.

Teaching and Technology Center (TTC)

Phone: 283-7341

Email: ttc@snow.edu

The general mission of the TTC is as follows:

* Provide information or assistance in course design, developing your course materials, and course pedagogy, or to explore idea for your course delivery.
* Give faculty and staff access to instructional design and technologies (hardware and software) that would otherwise be too expensive or cumbersome for one department to maintain;
* Train faculty and staff to use instructional technologies; and
* Be a clearinghouse for information about new and existing instructional technologies.

Windows and Apple computers are available and equipped with the latest software. Training is provided on the following:

* Adobe Master Suite of Products: Photoshop, Premiere, After Effects, Dreamweaver, Sound Booth, Illustrator, Acrobat, Flash
* Microsoft Office Products: PowerPoint, Excel, Word and a host of other tools!

The TTC has a myriad of technology tools for use and checkout. If we don’t have it, we will get it!

Testing Centers

Snow College Testing Center administers computer and paper/pencil tests in a quiet and secure setting. All tests need to be scheduled at least two business days before they are to begin. During peak testing times, space is limited so please reserve space for your class as early in the semester as possible. The testing center is not available during final exams.

Ephraim

Hours:

Monday - Thursday 9 a.m. - 10:30 p.m.  
Friday 9 a.m. - 7 p.m.  
Saturday 12 p.m. - 4 p.m.  
Sunday 5 p.m. - 9 p.m.

Closed school holidays and holiday week-ends.

Limited Summer Hours.

Location: Lucy Philips Building

Contact testing center staff to schedule an exam (283-7197).

Richfield

Hours:

Monday - Thursday 8 a.m. - 9 p.m.  
Friday 8 a.m. - 5 p.m.  
Saturday 9 a.m. - 3 p.m.  
Sunday Closed

Closed school holidays and holiday week-ends.

Location: Modular Building #1 (West of Administration Building)

Contact testing center staff to schedule an exam (893-2239).

Title IX

If you are a student, employee, or are otherwise connected with Snow College or any of Snow’s campuses and have questions about Title IX or concerns about possible sex discrimination (i.e. on the basis of sex or gender, gender identity and/or expression, sexual orientation, pregnancy, etc.) or sexual misconduct, please contact the Title IX Coordinator at 283‑7120, Noyes Building, Room 233.

Be aware that faculty members are mandatory reporters, so if you become aware of a Title IX grievance you are obligated to report it the Title IX coordinator. See the webpage for a full explanation.

Travel in College Vehicles

If faculty or staff have department and/or division approval to travel on college business and would like to use a college car, they will need to complete a Travel Authorization and Reimbursement Form before the Motor Pool officer will schedule the vehicle. The forms are available in the Physical Plant front office or online at the Campus Services webpage under motor pool forms and links.

Motor pool vehicles are charged to the department, per mile driven. As of August 2009, the rate is $.40 (car) or $.65 (SUV) per miles for motor pool vehicles and $.41 for private vehicles.

Before a vehicle can be reserved or driven, the State of Utah requires all vehicle drivers to watch an on-line video and take a test, as well as have a current Utah Driver’s License. The link to that site is available on the Campus Services webpage under Motor Pool Safety Training.

Vehicle Keys

Keys for vehicles can be picked up at the Physical Plant front office in Ephraim and in Richfield through Plant Maintenance (152 Washburn). Keys must be dropped in the drop box located in the motor pool area the day of return or brought to the office during the first working date following travel.

Extra Charges

The account holder will be charged an hourly cleaning fee of $12.00 per hour if vehicle requires excessive cleaning. A fee for damages may be applied if it is determined that the damages could have been prevented.

Fuel for Vehicles

There is a gas card in each vehicle which is to be used to obtain fuel. Each card is assigned to one vehicle and must be used for that vehicle only. Gas cards are only accepted at certain gas stations throughout the US. To find a station that will accept the card, you can go to the website or download the app, Fuelman.com. To use the gas card, you will need your pin number (obtained through the motor pool office) and the current mileage of the vehicle being used (Do NOT enter tenths of miles.)

Returning a Vehicle

In Ephraim, return the vehicle to the parking garage. Pull it in forward. This lets student workers know that it needs to be serviced for the next user. Return the keys and the reservation form with the mileage. Drop the keys and the completed request form with the mileage recorded in the drop box located in the motor pool area the day of return, or bring it back into the Motor Pool office the same day or the next working day.

In Richfield, return to the faculty parking lot, cleaned and refueled. Keys should be returned to the drop box.

Vehicle Storage

Vehicles are not to be parked at personal residences overnight unless authorized by the Vice President of Finance. While on campus, all vehicles must be parked in the motor pool storage area behind secure gates overnight. They may be parked on the road during the day.

Breakdowns

Call ARI at 800-227-2273 and given them the information needed. This phone number is also in the glovebox. They will send help. Once the vehicle leaves the campus, the driver is responsible for the vehicle until it is returned to campus.

Types of Cars

The College has a small fleet of compact cars; they also own a couple of suburbans and a Sprinter van (which requires additional certification to drive) for larger groups.

Wait Lists

During the registration period, once a class fills Badgerweb automatically allows students the option of placing themselves on a waiting list for a specific section. In Badgerweb, you can find a list of students who have waitlisted themselves for your class. Once the waitlist period has ended, however, the wait list is purged. It is a good idea to print the waitlist and privilege those on the waitlist if you have open spots once the semester gets underway.

Webpages

Full-time Faculty

To have a Faculty webpage created, you will need to have your department head contact the Office of Marketing and Communications (283-7017 or email) to initiate the process of creating the webpage. Once the webpage is created, the personal/contact content (name, position, office, phone, email, photo, etc.) is extracted from the Snow College web directory database. To request any changes to this information, please contact the Office of Information Technology.

The class list of the current and next semester is automatically extracted from the college’s Banner system. As long as the course information is current in Banner, this list should be accurate. Any requests to correct the list(s) should be directed to the Snow College Registrar.

If you are wanting any additional information (vitae, biography, profession information) listed below the class lists, please contact the department chair or email your typed content to [webmaster@snow.edu](mailto:webmaster@snow.edu). This information is hand inserted into the webpage.

Adjunct Faculty

The current automated system does not function for adjunct faculty. If an adjunct faculty would like a webpage, they will need to talk to their department head, who will then work with the Office of Marketing & Communications in creating a webpage.

Departmental Course Listings on Webpage

The departmental course list of current courses being taught by the department is automatically extracted from the college’s Banner system. As long as the course information is current in Banner, this list should be accurate. Any requests to correct the list(s) should be directed to the Snow College Registrar.